



ILAB Training Series Kick-Off Call

February 2024



BUREAU OF INTERNATIONAL LABOR AFFAIRS

Trainers



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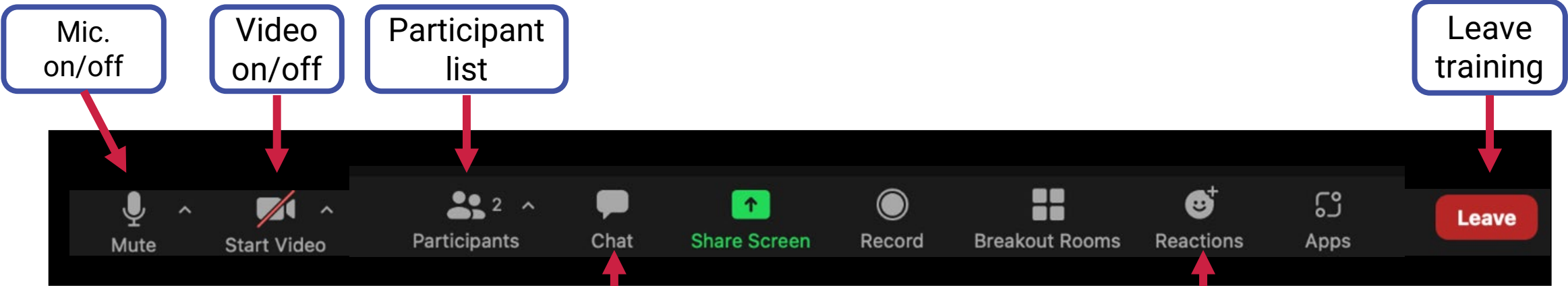
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NORC



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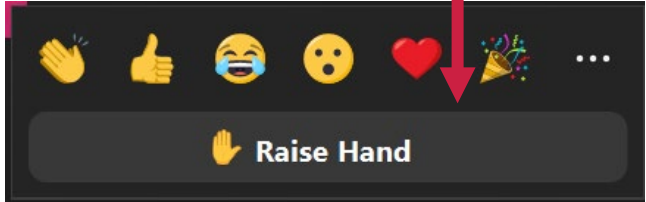
Head of Data Insights
Data Elevates

Zoom Meeting Functions



See Chat

Reactions / Raise Hand



*Reactions/Raise Hand:
When clicked, the hand
symbol will appear in the top
left of your screen.*

Where are you participating from?



What does your team do?



Agenda

1 Introducing New Resources

Technical Progress Report Form*

MEL Plan Guidance*

2 Purpose of the Training Series

3 Training Series Resources

ILAB MEL Resource Library

Theory of Sustained Change (TOSc) Guidebook

4 Training Plan (Timeline)

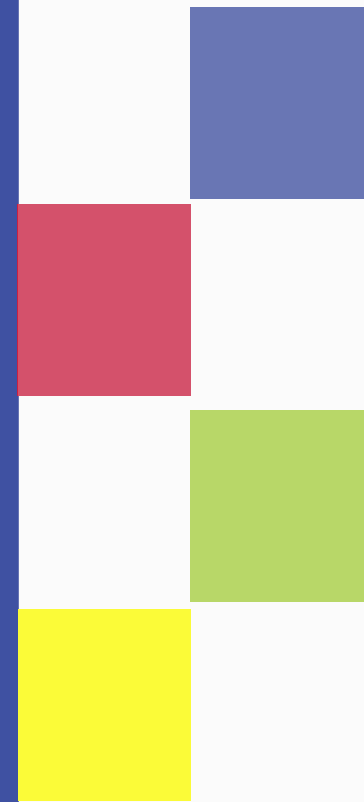


1. New ILAB Resources



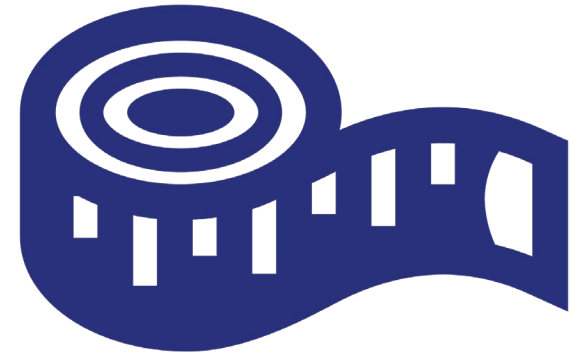


Technical Progress Report (TPR) Form



Purpose

- Provide instructions on **how and what to report** to ILAB bi-annually
- Alongside the Data Reporting Form, help ILAB receive the information they need to **track project progress** and to analyze and report **aggregated metrics**



Contents to Report

- Financial Overview
- Country Update
- Project Highlights
- Progress on Activities (Work Plan)
- Analysis of Project Progress toward Outcomes
- Opportunities/Challenges
- Monitoring, Evaluation, and Learning (MEL) Efforts
- Project Activities in Response to Evaluation and Audit Recommendations
- Upcoming Activities for the Next Reporting Period
- Other pertinent project information

TPR Form Review

<https://www.dol.gov/sites/dolgov/files/ILAB/merl/TPR-Form-Final-508.pdf>

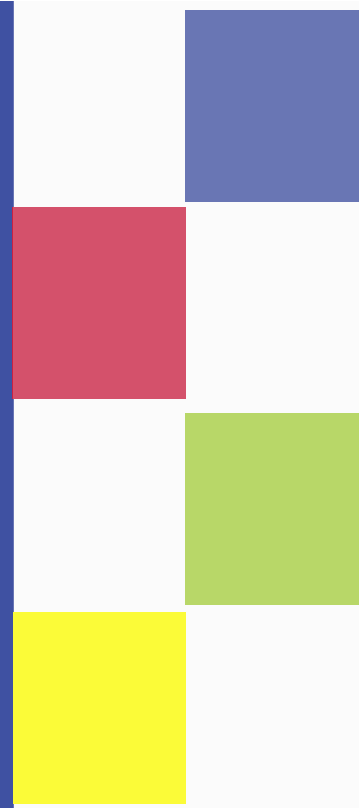
Questions?



MEL Plan Guidance



MEL for Worker Rights Programs:
Where do we start?

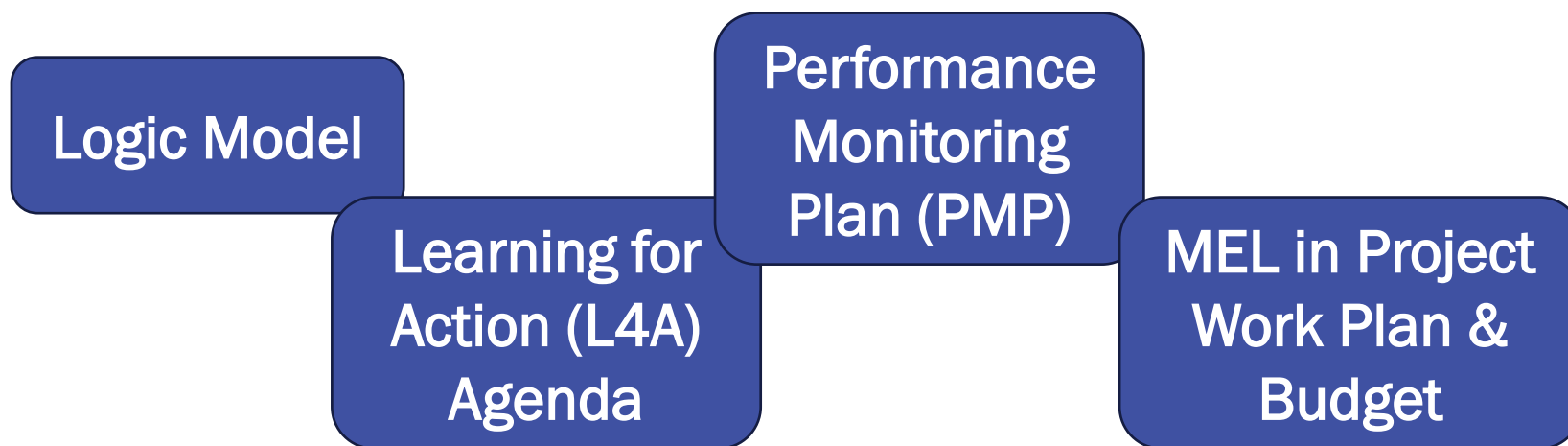


Purpose

- Describe the purpose and importance of a **project MEL plan**
- Provide a brief overview of **ILAB's T0sC and approach to MEL**
- Provide guidance, resources, and recommendations to **project team members** as they develop and update a project's MEL Plan

Content

- Explanations, resources, guidelines, and considerations to prepare the elements required in your project's MEL Plan:



Content Example

2. LEARNING FOR ACTION (L4A) AGENDA

Learning for action (L4A) is the process of identifying questions, knowledge gaps, assumptions, and emergent outcomes that may help inform program design, implementation, and adaptation; identifying way(s) to fill those knowledge gaps; and specifying how and who will use the knowledge gained. As a first step, an L4A Agenda encourages program success by identifying and prioritizing the knowledge needed to make informed program decisions. Because learning for action questions can be answered by performance monitoring data, complexity-aware tracking, evaluation findings, and/or other learning activities, the L4A Agenda informs MEL Plans, PMPs, and evaluation plans so that they provide critical information for decision-making.

Framing an L4A Agenda prepares the team to learn and adapt throughout the project life cycle (see Figure 2). Designing a L4A Agenda is also instrumental to determine what is feasible and relevant to monitor, track, adapt and improve in program implementation. Teams cannot and should not plan to monitor every possible phenomenon inside and outside the program. As such, thinking through and then prioritizing a list of learning questions enables teams to focus on finding answers that reflect gaps in knowledge and areas where influence/adaptation is expected. An L4A Agenda is thus a good vehicle to collectively prioritize what aspects to monitor, the time and frequency of monitoring, and the level of rigor required to obtain evidence to address the learning questions.

Below is a list of suggested steps to create and periodically revisit the L4A Agenda. Advancing a L4A Agenda prepares the project for the next steps in the MEL Plan, described below:

1. **Collaborate** with internal and external stakeholders.
2. Develop and prioritize **learning questions**, considering both monitoring and evaluation approaches under the TOSC.
3. Design **approach(es) for answering** learning questions.
4. Select and define **project indicators, map** them to standard outcome indicators, and define **targets**.
5. Document decisions and priorities in the **L4A Agenda**.

Following these steps to create an L4A Agenda provides the necessary elements for a project team to start developing a PMP and other aspects of the MEL Plan.

RESOURCES

- See ILAB's training on [Learning for Adaptation and Accountability, Section 3](#)
- See ILAB's [Complexity-Aware MEL Resource Page](#). The [Six Simple Questions Worksheet](#) can be helpful when assessing the project team's complexity-aware monitoring, evaluation and learning (CAMEL) needs.
- See the [MEL For Learning](#) page within [ILAB's Learning and Adaptation resource library](#). Specifically, content focused on [knowledge management processes](#) may be useful.



GUIDANCE

- Complete the table below with both theory-based learning questions and CAMEL learning questions, the timing for answering the learning questions, learning activities the project team will undertake to answer the learning questions, and what resources the project team will use to answer the questions.



CONSIDERATIONS

- Consider how the answers to learning questions will be generated, documented, and used.
- The project team should consider how to share the answers to learning questions with stakeholders, how to engage stakeholders and participants throughout the learning for action cycle, and how to share knowledge with ILAB, stakeholders, and other relevant parties.
- The project team should consider how they will use the answers to learning questions to adapt their project activities.
- Consider how the project team will review performance with ILAB on an ongoing basis and how often the theory of change, MEL Plan, and indicators will be reviewed to determine whether updates are necessary. Include details on how stakeholders or participants will be engaged in this process.
- Consider how the project may monitor aspects that are uncertain, emergent, contested, and/or dynamic in the project's context. *Note that there do not need to be targets or baselines for context monitoring and these do not need to be included in the data reporting form.*
- Think about the project team's plan for documenting the lessons learned, what worked, and what didn't throughout implementation. Coordinate internal Pause & Reflect or sensemaking sessions/activities for your team to brainstorm, summarize lessons and learn from them. For example, the project team may want to document findings from learning events, regular reviews of indicators, or other MEL events and store them in an accessible repository.

MEL Plan Guidance Review

<https://www.dol.gov/sites/dolgov/files/ILAB/merl/MEL-Plan-Template-OTLA-ME-Services-CLEAN-2-09-24-508-3.pdf>

Questions?



2. Purpose of the Training Series



Kick-Off Call Goals

- Understand how to navigate and engage with ILAB's TOS C Training Series
- Understand the resources that are available to support you and your team, and how to find them

Training Session 1–2 Goals

- Understand ILAB's Theory of Sustained Change (TOSc)
- Understand Complexity-Aware Monitoring, Evaluation, and Learning (CAMEL) Basics
- Understand Project-Level Learning for Action Goals
- Understand ILAB's Standard Outcome Indicators for workers rights programs

Training Session 3–4 Goals

- Effectively use and apply M&E tools developed by ILAB
- Understand how to incorporate Complexity-Aware Monitoring, Evaluation, and Learning (CAMEL) and Standard Outcome Indicators throughout the project cycle

Capstone Event Goals

- Gain hands-on experience interacting with the material while engaging with other ILAB grantees



Your Training Series Goals

What would YOU like to get out of this training?

**“For me, this training session
will be a success if...”**

Jot down your ideas on a Zoom-White Board post-it note.

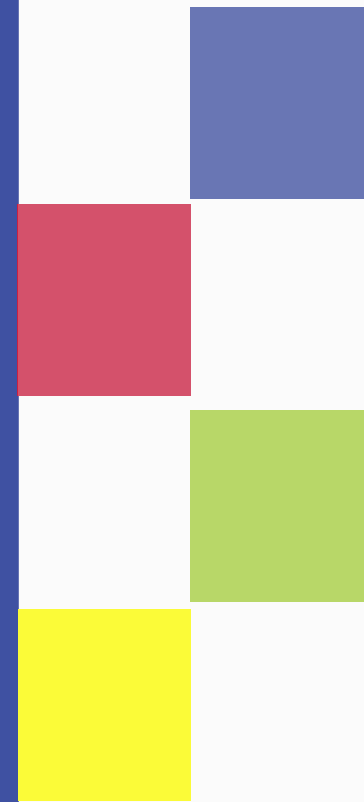


2. Training Resources





MEL Resource Library



MEL Resource Library

- A curated collection of MEL resources that may be relevant to your programs
- Resources do not cover all possible topics, but are limited to those most likely to be of greatest use to ILAB grantees

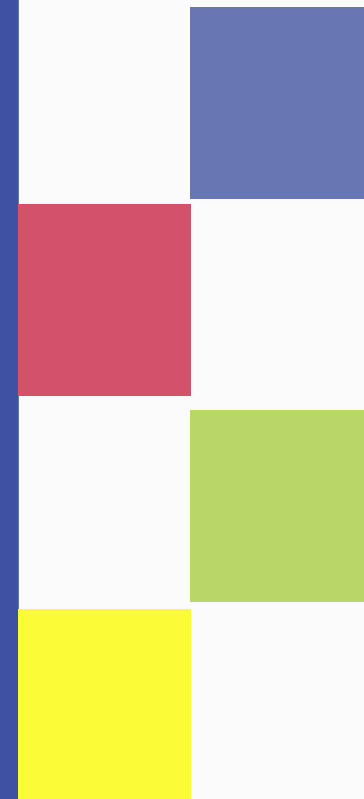
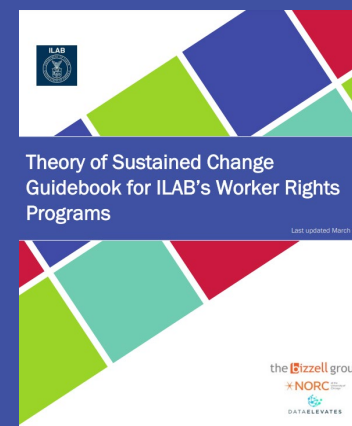


Library Review

<https://www.dol.gov/agencies/ilab/resources/grants/MEL>

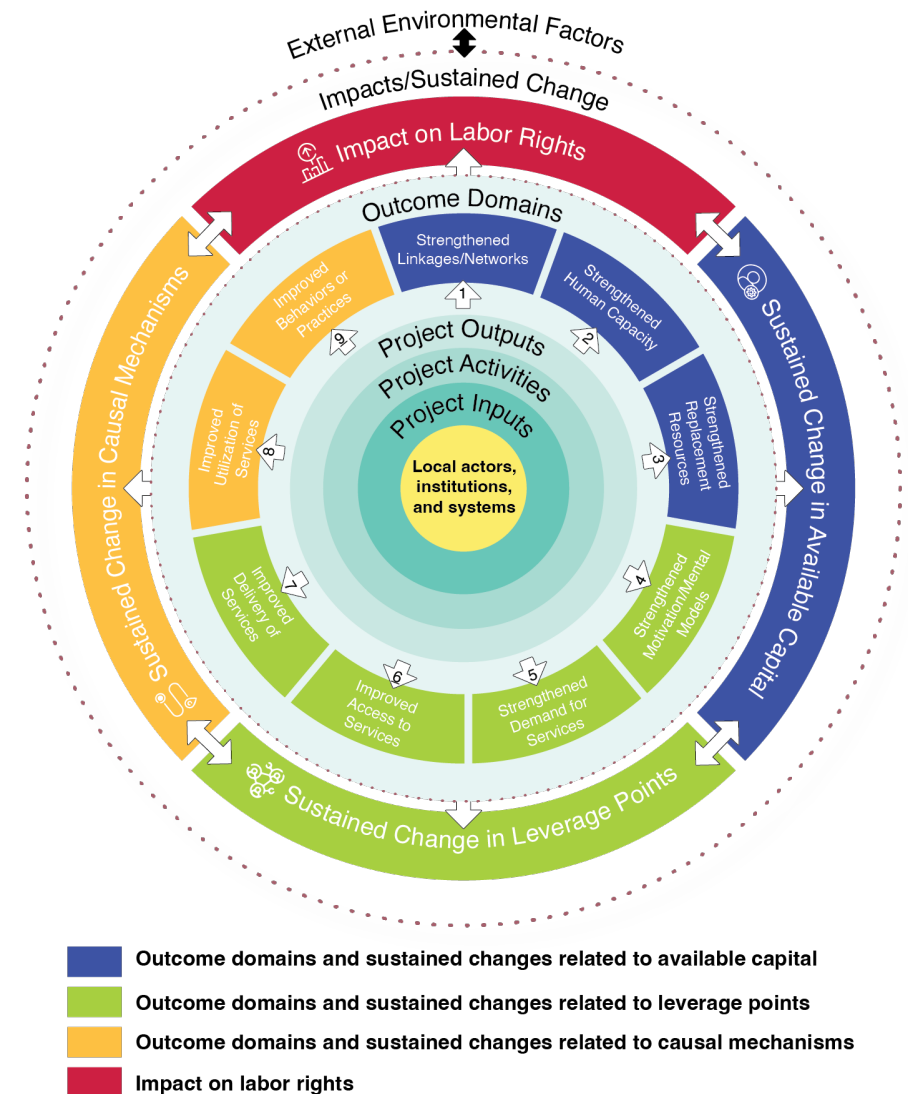


Theory of Sustained Change Guidebook for ILAB's Workers' Rights Programs



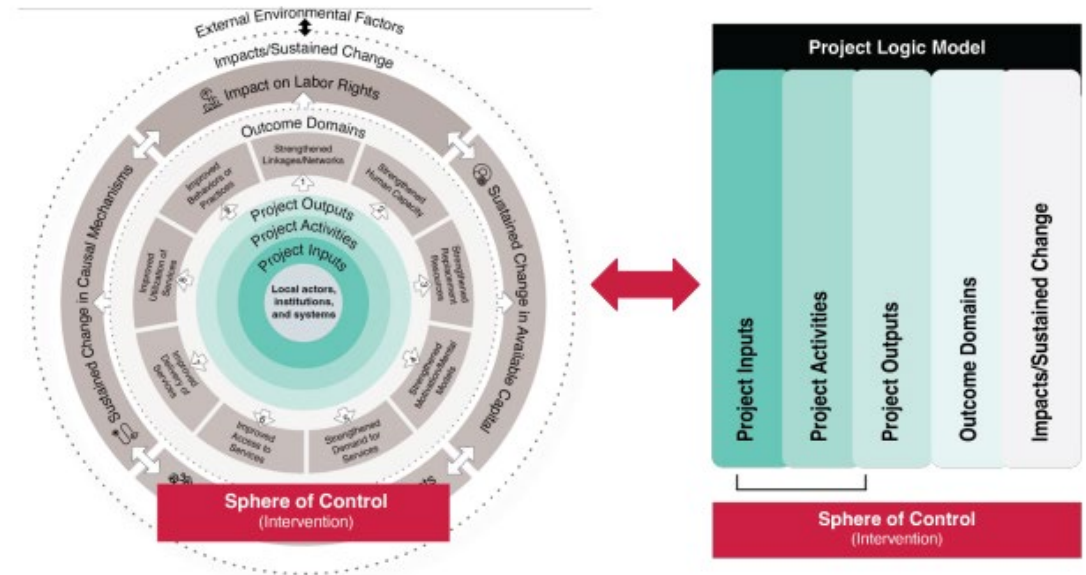
Purpose

- Provides an overview of:
 - ILAB's Theory of Sustained Change
 - ILAB's Standard Outcome Domains
 - ILAB's Standard Outcome Indicators



Purpose

- Includes **guidance** on how to:
 - Map project outcomes to ILAB's standard outcome domains
 - Map project indicators to standard outcome indicators
 - Set indicator targets, analyze, and measure results
 - Report on and use indicator data for learning and adaptation



Guidebook Review

<https://www.dol.gov/sites/dolgov/files/ILAB/T0sC-Guidebook-March-Updates-032723-Clean-508.pdf>

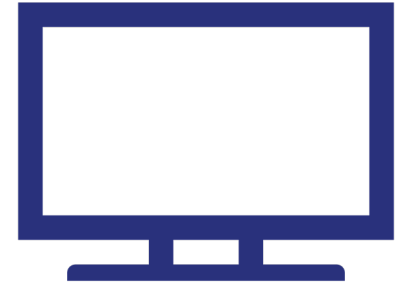
Questions?



3. Training Plan



Schedule (1)



- In-Person Kick-Off Call (today)
- Self-Study Videos:

Session/Module	Topic	Watching period
Session 1 – Mod. 1 & 2 (one video)	<ul style="list-style-type: none">• Intro. to ILAB TOsC and Systems Approach (1.5 hours)• Complexity-aware MEL for ILAB projects (1.5 hours)	Feb 26th - Mar. 1st
Session 2 – Mod. 1 & 2 (two videos)	<ul style="list-style-type: none">• Learning for Action (L4A) (1.5 hours)• ILAB Standard Outcome Indicators (1.5 hours)	<i>Self-study</i>
Session 3 – Mod. 1	<ul style="list-style-type: none">• Guidebook, Library & Data Reporting Form (1.5 hours)	Mar. 4 – 8th
Session 4 – Mod. 1 & 2 (one video)	<ul style="list-style-type: none">• Review of MEL Plan Guide (1 hour)• Complexity-aware MEL for ILAB projects (1 hour)	<i>Self-study</i>

Schedule (2)



Session/Module	Topic	Period
Capstone - Sessions 1-4 (one per cohort)	• Cohort 1 (English session – Americas, Africa) (1.5 hours)	Mar. 19th
	• Cohort 3 (Spanish session - Americas) (1.5 hours)	Mar. 20th
	• Cohort 2 (Asia) (1.5 hours)	Mar. 21st
Session 5 – Mod 1 & 2	<ul style="list-style-type: none">• Review of MEL Plan Guide (1 hour)• Review of the TPR form (1 hour)	Mar 11 – 15th <i>Self-study</i>
Certification Quiz and Satisfaction Survey		Mar. 25th – Apr. 5th

How to Access Self-Study Modules

- Visit ILAB MEL Resource Library:

<https://ilab-tosc-training.com/materials/>



Registering to MEL Plan/TPR office hours

<https://ilab-tosc-training.com/registration/>



90-minute sessions:

- March 15th
- April 4th
- May 15th
- June 13th
- July 18th

How to Access Capstone and Certification Quiz



Capstone

- You will receive an invitation from [The Bizzell team](#) to attend this session, according to your time zone.
- Attendees can choose whichever time is the most convenient to them.

Certification Quiz

- [ILAB](#) will send participants who complete all self-study material and attend the capstone, a link to the quiz.
- Once passing the quiz, [ILAB](#) will issue a certificate of participation.

Questions?

Thank You!